



DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

FACT SHEET

Basic Business License

NAICS **453998-3**

Auction Sales

NAICS Description: Establishments retailing a general line of new and used merchandise on an auction basis. Sale of any real or personal property at public auction in the District of Columbia must be conducted by a duly licensed auctioneer (crier).

Transaction Type: Initial

Endorsement Class: General Service and Repair

Legal Authority: D.C. Code 47-2701; 47-2851

DC Municipal Regulations, Title 16, Chapter 11

License Duration: Two (2) Years

Category License Fee: \$237.00

License Available Online: No

Application Fee (fixed): \$35.00

Online Processing Fee: N/A

Endorsement Fee: \$10.00

Payment Method: If applying in person you can pay for your Basic Business License (BBL) by cash, check, money order, or credit card at the Department of Consumer and Regulatory Affairs, Business License Center, 941 North Capitol Street, NE, Washington, DC 20002. If applying by mail you can pay for your Basic Business License (BBL) by check or money order payable to "DC Treasurer" and submitted to: Bank of America Attention: D.C. Government Wholesale Lockbox #91360 Mail Code MD4-301-18-04, 18th Floor, 225 North Calvert Street Baltimore, MD 21202.

Prerequisites: (See requirements below)

Application Requirements: All applicants for a Basic Business License must comply with the following DC Code requirements:

- **Basic Business License Application**
To make sure you get your BBL as quickly as possible, you must submit a properly completed Basic Business License Application package. All of your responses should be printed clearly in English.
- **Certificate of Occupancy / Compliance for Zoning Regulations**
Before applying for your BBL, you'll need a Certificate of Occupancy (C of O) for the location where your business is conducted to demonstrate that your business does not conflict with building and zoning codes. (If your business is located in an office building, you may operate under the umbrella of the C of O issued to the owner of the building, as long as the C of O was issued for the entire building; check with your building owner or management company for the C of O holder name, number, and issue date.) If you have any questions about Certificates of Occupancy, please call the Building & Land Regulation Administration at (202) 442-4589.
- **Clean Hands Certification**
You'll also need to certify that you don't owe more than \$100 to the District of Columbia government as a result of fees, penalties, interest, or taxes through completion of a Clean Hands form provided in your BBL application package.
- **Office of Tax & Revenue (OTR) Registration**
Before applying for your BBL, you'll also need to register your business with OTR and submit a copy of your tax registration certificate with your application. If you're not already registered, simply complete and file a Combined Business Tax Registration Application (Form FR500); this can also be done online. For more information, please call the Tax Customer Center at (202) 727-4829.
- **Police Criminal History Report (Form PD 70)**
You must attach a certified copy of your Police Criminal History Report from the jurisdiction in which you reside to the Basic Business License Application. You may obtain this Report (PD-70) from the DC Metropolitan Police Department in person at 300 Indiana Avenue, NW Room 3055, or call the Police Criminal History Report Division at (202) 727-4245 for additional details. A non-resident shall obtain this report from the jurisdiction in which he/she resides.
- **Metropolitan Police Department Interview**
You must schedule an interview with the DC Metropolitan Police Department (MPD) Police Pawn Unit located at 300 Indiana Avenue, NW, Washington, DC, to receive approval to conduct this business activity in the District before a Basic Business License can be approved and issued. Call DC Metropolitan Police Department at (202) 724-1424 for an appointment.

Auction Sales (Cont.)

➤ **Proof of residency and age**

The applicant must be at least eighteen (18) years of age and has been a bona fide resident of the District of Columbia for at least (6) months immediately preceding the application or has been regularly employed or engaged in business in said District of Columbia for a continuous period of at least six (6) months immediately preceding the application.

Special Instructions: If your business falls into one of the following categories, there are additional requirements for your BBL application, as described below.

➤ **Corporation Division Requirements**

If you are a corporation, partnership or limited liability company you must be registered in the District and in good standing. For instructions on how to register, please go to www.dcrd.dc.gov and click on "Corporate Registration." For more information, please call the Corporation Division at (202) 442-4432.

➤ **Non-Resident of the District of Columbia (including Foreign Corporations)**

If you are not a resident of the District of Columbia, you'll need to appoint a Resident Agent or an Attorney-in-Fact who lives or works in an office in the District, who will be the official recipient of any financial, process, or legal notices that we need to send to you. If you are not a DC resident, please complete the [Certified Resident Agent Appointment Form](#).

➤ **Corporate Registered Agents**

Every corporation needs to have a registered agent office in the District of Columbia. This office can – but does not need to be – the same as your place of business. Foreign corporations doing business in DC need to certify that their named registered agent is duly authorized to represent that corporation.

➤ **Trade Name Operative (Use of Fictitious Business Name)**

If your business uses a Trade Name, you'll need to register the name with DCRA and indicate both the trade name and the official business name (including its corporation, LLC, or partnership classification) if applicable.

Responsible Agency: The Department of Consumer & Regulatory Affairs, Business and Professional Licensing Administration

Other District or Federal Agencies Involved for this Basic Business License: Metropolitan Police Department; Office of Tax and Revenue

Additional Business Activities (BBL Endorsements):

If you conduct more than one business activity (endorsement type), you'll need to indicate those activities on your BBL application. You might have any number of additional business activities connected to this particular license endorsement.

Special Notes: If your business includes any of the above endorsement activities, you can get additional fact sheets and application forms by contacting DCRA's BBL InfoCenter by phone at (202) 442-4311, or by email at bbl.infocenter@dc.gov.

If you prefer, you can get additional fact sheets and BBL packets on our website at www.dcrd.dc.gov. Simply click on "Documents and Forms" on our main page and download the BBL forms. You will need to have Adobe Acrobat Reader on your computer; but if you don't, a link to this free download is available on our website. Once you've downloaded the forms, simply print, complete, and submit them with the applicable fees.
